



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
317TH MAINTENANCE COMPANY
CMR #459
APO, AE 09139


AER-SB-DM

10 October 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum, Equal Opportunity

1. Equality is a readiness issue that affects the command climate and unit morale. I am totally committed to the U.S. Army's decrees and policies concerning equal opportunity. It is absolutely essential that everyone, regardless of their race, religion, gender, or ethnic group, be fairly treated. Everyone must be rated on their personal merit, fitness, capabilities, and potential.
2. All Commanders, supervisors, and directors are charged with setting the example and ensuring all Soldiers and civilians receive equal opportunities, both at work and in the community. Neither I, nor any leader, supervisor, or director assigned to this command will tolerate any type of discriminatory practices. Personnel will be judged solely on the basis of their individual merits and contributions.
3. All Leaders and Soldiers assigned to this command are charged with the responsibility of reporting and eradicating discrimination. I expect all Leaders and supervisors of this unit to use the administrative and disciplinary tools available to eliminate discrimination and sexual harassment. Leaders, your actions must be swift and fair.
4. Each Leader must foster a spirit of understanding, mutual trust, and respect. Good communications, effective education, and positive training techniques are essential in promoting understanding in the field of equal opportunity. We must and will maintain a work environment in which discrimination and sexual harassment are eradicated.
5. WOLF PACK, NO SLACK!


ERIK A. AMSTUTZ
CPT, LG
Commanding



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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum, Prevention of Sexual Harassment

1. Reference AR 600-20; Chapter 7, Army Command Policy
2. I am committed to ensuring that Soldiers and family members live and work in an environment free of sexual harassment. Leaders at every level must be committed to creating and maintaining an environment that promotes productivity and respect for human dignity. Sexual harassment destroys teamwork and negatively affects combat readiness.
3. Prevention of sexual harassment is everyone's responsibility. Every Soldier, civilian employee, and family member is responsible for treating one another with dignity and respect. Leaders have a special responsibility; they prevent sexual harassment by setting an example of how to treat others and by creating an environment conducive to good order and discipline. This applies both on and off post.
4. Allegations of sexual harassment must be taken seriously and will be investigated promptly. Individuals who feel that they are being sexually harassed should seek relief at the lowest level and request assistance from their chain of command, equal opportunity office, or equal employment opportunity office. Complaints should be referred to the chain of command but also may be made through other channels, such as through the Chaplain, Inspector General, Provost Marshal, or Staff Judge Advocate. Leaders will ensure that individuals who feel they are being sexually harassed are permitted to file complaints without fear of intimidation, harassment, or reprisal.
5. Sexual harassment will **not** be practiced, condoned, or tolerated. Leaders will ensure that everyone understands this policy.
6. For additional information, contact the Unit's Equal Opportunity Leaders, SSG Mayoral at DSN 469-8578.
7. WOLF PACK, NO SLACK!

ERIK A. AMSTUTZ
CPT, LG
Commanding



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REPLY TO
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10 October 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum, Equal Opportunity/Sexual Harassment Complaint Processing Procedures

1. Soldiers, civilians, and family members who believe they have been discriminated against or sexually harassed have the right to file a complaint. Our Soldiers, civilians, and Families have the additional right to thorough and expedient investigations of their grievances when they perceive an injustice or incident of unfair treatment or sexual harassment.
2. The chain of command has the primary responsibility for processing complaints of discrimination or sexual harassment. Although using the chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable in filing a complaint with their chain of command, or should the complainant be against a member of the chain of command, there are alternate channels available. These alternate channels include higher echelons in the chain of command (to include myself under my Open Door Policy), the Equal Opportunity Representative, Inspector General, Chaplain, Provost Marshal, Criminal Investigation Division, Staff Judge Advocate, or Housing Referral Office.
3. Leaders, supervisors, and investigating officers will obtain the assistance of the Equal Opportunity Representative to assess the complaint and or the process of the inquiry or investigation.
4. This command will process all complaints in accordance with AR 600-20 and as outlined in my enclosure. All leaders will ensure that our Soldiers, civilians, and family members are fully aware of the procedures for having their complaint heard.
5. Further information on complaint procedures or any Equal Opportunity matter should contact my Equal Opportunity Leaders SSG Mayoral at DSN 469-8578. This memorandum will be given the widest possible dissemination and will be emphasized by the Commander's new Soldier orientation program.
6. WOLF PACK, NO SLACK!

Encl

ERIK A. AMSTUTZ
CPT, LG
Commanding

AETV-SCS-CK

SUBJECT: Equal Opportunity/Sexual Harassment Complaint Processing Procedures

1. PURPOSE: To provide guidelines on complaint procedures

2. ISSUES:

a. INFORMAL COMPLAINT: An informal complaint is any complaint that a Soldier, civilian, or family member does not wish to file in writing. The individual, another unit member, or a person in the complainant's chain of command may resolve these complaints. Informal complaints are not subject to timelines and are not reportable.

b. FORMAL COMPLAINT:

(1) Sworn Statement. The complainant will submit a sworn statement on a DA Form 7279-R (Equal Opportunity Complaint Form). The commander or any commissioned officer is authorized to administer the oath.

(2) Written Feedback. The complainant will receive written feedback from the commander on DA Form 7279-R, Parts II and III. Written feedback may state that appropriate action is being considered but will not delineate specific actions. The commander should meet with the complainant to present orally previous written feedback and discuss the findings of the investigations and actions taken to resolve the issue.

(3) Alternative Agencies. Although using the chain of command is strongly encouraged, it will not serve as the only channel available to the complainant. Should the complainant feel uncomfortable in a filing a complaint with his/her chain of command, or should the complaint be against a member of the chain of command, the below listed agencies serve as alternate channels available to the complainant.

(a) Higher echelon in the chain of command

(b) Equal Opportunity Advisor

(c) Inspector General

(d) Chaplain

(e) Provost Marshal/Criminal Investigation Command

(f) Medical Agencies

(g) Staff Judge Advocate

(h) Housing Referral Office

(4) Timelines. The complainant has 60 calendar days from the date of the alleged incident to file a complaint. If a complaint is received after 60 calendar days, the commander may conduct an investigation into the allegations. In deciding whether to conduct an investigation, the commander should consider the reason for the delay, the availability of witnesses, and whether a full and fair inquiry or investigation can be conducted.

- (a) If the receiving agency decides not to investigate but to refer to another agency or, with the consent of the complainant, back to the appropriate commander, the referral must be made within 3 calendar days.
 - (b) The commander has 14 calendar days from the date to conduct and investigation or to refer the case to higher echelon.
 - (c) The commander may obtain an extension of up to 30 calendar days in writing from the next higher commander.
 - (d) Additional extensions must be approved in writing by the first general officer in the chain of command.
- (5) Appeals. After the investigation findings are provided to the complainant, he or she may file an appeal in writing on the DA Form 7279-R, Part IV. Appeals must be submitted within 7 calendar days to the next higher commander in the chain of command. The Commander, 21st TSC, is the final appeal authority for this command.
- (6) Final Disposition. The complaint will be filed by the first echelon of command authority at which an EOA is authorized. Complaints will be retained on file for 2 years from the date of final decision on the case.
- (7) Follow-up Assessments. A follow-up assessment on all formal complaints will be conducted and recorded on DA Form 7279-1-R (Equal Opportunity Resolution Assessment). Equal Opportunity Advisors will conduct assessments for all substantiated and unsubstantiated formal complaints. This assessment will be conducted 30-45 calendar days after final decision on the complaint. This assessment will be filed with the original complaint and maintained for 2 years.
- (8) Complaint and Assessment Forms, The DA-Form 7279-R and DA Form 7279-1-R will be locally reproduced. The DA Form 7279-R is located in AR 600-20 dated 7 June 2006. Authorized EOAs can provide DA Form 7279-1-R.



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SUBJECT: Policy Memorandum, Open Door Policy

1. All Soldiers, civilians and family members of the Company have the right to speak to me on my Open Door Policy. I fully expect all Leaders to support this right and not to hinder individuals in any way regarding their desire to meet with me.
2. The intent of my Open Door Policy is not to circumvent the chain of command but rather provide individuals with another opportunity to voice their concerns. I encourage all individuals to work through their chain of command whenever possible; however, if this is not a valid option, I am available.
3. My Open Door Policy hours are Monday, Tuesday, or Thursday from 1700-1800 in my office or by appointment. Personnel can also contact me via email at !! [HYPERLINK "mailto:Erik.a.Amstutz2.mil@mail.mil"](mailto:Erik.a.Amstutz2.mil@mail.mil) or my DSN, 469-8847.
4. This policy letter will be posted on the Unit's permanent bulletin board and the leadership is directed to ensure all personnel are aware of this policy.
5. WOLF PACK, NO SLACK!

ERIK A. AMSTUTZ
CPT, LG
Commanding